COUNTY OF HUMBOLDT

Legislation Details (With Text)

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File created:	10/13/2020			**In control:**	County Administrative Office
On agenda:	10/27/2020			**Final action:**	10/27/2020
Title:	County Considerations Related to Office Hours in Response to COVID-19				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Staff Report, 2. Att 1 Updated EE Resolution.pdf, 3. Att 2 Resolution 20-20.pdf, 4. Att 3 Resolution 20-25.pdf, 5. Att 4 2015 Revised Office Hours.pdf, 6. Resolution 20-100				

Date	Ver.	Action By	Action	Result
10/27/2020	1	Board of Supervisors		

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:
County Considerations Related to Office Hours in Response to COVID-19

RECOMMENDATION(S):
That the Board of Supervisors:

1. Adopt the attached resolution related to office hours in response to COVID-19.

SOURCE OF FUNDING:
All County Funds

DISCUSSION:
On March 11 Humboldt County Health Officer Teresa Frankovich, MD declared a local health emergency in response to the coronavirus disease 2019 (COVID-19) outbreak in California and beyond. In response to this declaration, on March 16 your Board adopted Resolution 20-20 (Attachment 2) which provided department heads the discretion to close and/or limit in-person interactions with members of the public and staff provided that alternative procedures, such as telephonic and/or web-based services are available and accessible during such closures or times of limited service in their respective departments.

On October 7 Dr. Frankovich provided notification from the California Department of Public Health

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that Humboldt County had moved into the least restrictive "yellow" tier under the state's "Blueprint for a Safer Economy."

Pursuant to Government Code sections 24257 and 24260 the Board of Supervisors has the authority to establish standardized office hours for the transaction of in-person business for all county offices.

Therefore, staff recommends adopting a revised resolution (Attachment 1) repealing and replacing Section 5 of Resolution No. 20-20 and Section 1 of Resolution No. 20-25 (Attachment 3) making available in-person appointments or transactions for members of the public and county staff during the office hours designated by the Board via Resolution No. 15-25 (Attachment 4). This will also require departments to have a supervisory employee with decision making authority in the office during regular office hours as established by Resolution. No. 15-25 in order to provide community appropriate levels of service. An individual department may consult with the County Administrative Office (CAO) for alternative in-person hours, which may be implemented upon the written approval of the CAO.

FINANCIAL IMPACT:
The adoption of this resolution does not have an immediate financial impact as staffing costs are already included in the fiscal year 2020-21 budget.

STRATEGIC FRAMEWORK:
This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:
Not applicable.

ALTERNATIVES TO STAFF RECOMMENDATIONS:
Board discretion.

ATTACHMENTS:
Attachment 1 - Amended Resolution Relating to COVID-19
Attachment 2 - Resolution 20-20
Attachment 3 - Resolution 20-25
Attachment 4 - Agenda Item C-7 from 2/10/15

PREVIOUS ACTION/REFERRAL:
Board Order No.: C-1; D-1
Meeting of: 3/16/20; 3/26/20
File No.: N/A